

# Monroe Local Schools Code of Student Conduct



2015-2016

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**MONROE LOCAL SCHOOLS STUDENT CONDUCT**

(Zero Tolerance)

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

A student may be expelled for up to one calendar year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property, or at a school activity, event or program.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

LEGAL REFS.:       ORC       3313.20:3313.534; 3313.66; 3313.661;

CROSS REFS.:       Section 5000 (Students) of Monroe Board Policy  
***Monroe Local School District, Monroe, Ohio***

### **Monroe Local Schools Code of Student Conduct (5500A)**

The following code sets forth school rules prohibiting certain types of student conduct.

This Code of Student Conduct applies to all students: (1) On school grounds/property (or closely proximate to) at all times; (2) Off the school grounds or property at a school activity or event; and (3) Going to or coming from school or a school activity (including field trips) or event while riding in a school-sponsored vehicle. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of Monroe Local Schools. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

Pursuant to House Bill 204, ORC 3321.01; 3321.04; 3321.13; 3321.14; 3321.38, students may have their driver's license revoked if expelled for being absent without legitimate excuse or for use or possession of drugs or alcohol. It shall be the decision of the proper school administrator, after carefully weighing all the facts and circumstances pertaining to an incident of misconduct, as to which corrective measures are appropriate.

A student found to be in violation of any of these rules may be suspended beyond the current semester but not more than ten (10) school days, assigned to Friday School, assigned to Alternative School/Programs, or be expelled for a period exceeding ten (10) school days, but not more than one calendar year. It shall be the decision of the proper school administrator, after carefully weighing all the facts and circumstances pertaining to an incident of misconduct, as to which corrective measures are appropriate or adequate.

### 1. Disruption of School (5520)

A. No student, by use of violence, force, noise, coercion, threat, intimidation, fear, active passive resistance, or any other conduct, shall intentionally cause the disruption or obstruction of any lawful mission, process or function of the school, or urge other students to engage in such conduct. Examples include but are not limited to horseplay, bullying, cyber-bullying, harassment, hazing, inciting verbal altercations/physical violence, etc.

B. The following acts are **prohibited**:

- 1) Occupying any school building, school grounds or parts thereof, with intent to deprive others of its use;
- 2) Blocking the entrance or exit of any school building or corridor or room therein, with intent to deprive others of lawful access to or from those areas
- 3) Setting fire to or damaging any school building or property;
- 4) Possessing firearms, explosives or other weapons;
- 5) Preventing or attempting to prevent by physical act the conveying or continued functioning of any school, class or activity, or of any lawful meeting or assembly on the school premises;
- 6) Preventing students from attending a class or school activity;
- 7) Blocking normal pedestrian or vehicular traffic without administrative permission
- 8) Continuously and intentionally creating noise or acting in any manner so as to interfere with a teacher's ability to conduct his/her class;
- 9) Taking another student's property through coercion or threat of bodily harm;
- 10) Gambling on school property is forbidden; participation of students in school related activities of a "game of chance" nature is forbidden;
- 11) Socially obscene or indecent behavior
- 12) Illegal or unethical acts including forgery, lying, cheating, plagiarism, etc.
- 13) Bringing to school any electronic devices for use outside of instructional purposes and/or without prior permission from proper authority (includes laser pointers).
- 14) Bringing to school expensive items or large sums of money
- 15) No open lunch. No outside lunch from restaurants, etc.
- 16) No loitering in the parking lot before, during, or after school
- 17) Posting or distributing information without permission from a school administrator
- 18) Soliciting signatures on a petition or any other document without prior administrative approval
- 19) Committing any other act deemed as inappropriate behavior including horseplay.

### 2. Student Cell Phone Use Policy

- a) Students are not permitted to use cellular phones during school hours. (8:30 – 3:30).
- b) Cell phones must be turned off and stored out of sight in a purse, pocket or locker at all times between 8:30-3:30. If a phone rings during class, the teacher will invoke the Cell Phone Use Policy. "Forgetting" to turn off the cell phone is not an excuse.
- c) Use of a cell phone during a test (i.e. text messaging, etc) will be considered cheating and appropriate disciplinary action will be taken.
- d) Students are prohibited from using a cell phone to take photographs or record video at any time on school property. This includes taking photographs or video recordings in restrooms, locker room areas, etc.
- e) If a student violates the Cell Phone Use Policy, the teacher or school staff shall confiscate the cell phone and take it to the office.
- f) A student is required to hand over the cell phone and all its individual parts, including but not limited to the battery and memory card(s), to a teacher or school staff when requested.
- g) If a student has a cell phone taken by a teacher or member of the school staff, the appropriate administrator will assign disciplinary action and parents will be notified.
- h) If a cell phone is confiscated more than once, the administrator will handle this situation as insubordination and discipline will be progressive. The student may no longer be permitted to bring the cell phone to school without permission from the school administration. Ohio Revised Code §3313.753
- i) A student who uses their cell phone to contact parents without going through proper channels may receive discipline.

### 3. Damage, Destruction, Theft or Misuse of School Property (5513)

A. No student shall intentionally cause or attempt to cause damage to school property, including defacing or stealing or attempting to steal school property; (also includes littering)

- B. No student shall use any school property or material for any purpose other than authorized curricular, co-curricular or extracurricular activities.
- C. No student shall post video or picture display of school property and/or school functions on the internet without the written consent of a school official.

**4. Damage, Destruction or Theft of Private Property (5513)**

No student shall intentionally cause damage to private property, including that of other students, teachers, administrators or other school employees, or steal or attempt to steal private property.

**5. Bullying**

Students will not participate in bullying behaviors such as making degrading statements; hit, kick, trip or push another student; or isolate another student from participating in regular school activities. This includes cyber-bullying. *Students and parents can report bullying to the appropriate school official.*

**6. Assault upon Another**

No student shall intentionally cause or attempt to cause or threaten physical injury or intentionally behave in such a way as could reasonably be anticipated to cause physical injury to a school employee, fellow student, or any other person.

**7. Verbal/Written Abuse of Another (5517)**

No student shall intentionally direct to a school employee or another student words or gestures which are slanderous or degrading in nature or which are obscene, profane or insulting. This includes, but is not limited to, cyber-bullying posted on the Internet.

**8. Weapons and Dangerous Instruments (5772)**

No student shall knowingly possess, handle or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, machete, metallic knuckles, or other object that reasonably can be considered a weapon or looks like a weapon.

**9. Narcotics, Alcoholic Beverages and Stimulant Drugs (5530)**

A. Unless prescribed by a physician or dentist, or, in the case of legally obtainable nonprescription drugs, used with the consent of his/her or parent/guardian, no student shall knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine or other stimulant, barbiturate or other sedative, marijuana, inhalant, alcoholic beverage or intoxicant of any kind.

B. Unless possessed for a lawful purpose and with the consent of his/her parent or guardians, no student shall knowingly possess:

1. Any instrument, article, or thing whose customary and primary purpose is for the administration or use of a dangerous drug, i.e., any drug which, under F.D.A. regulations, Federal Narcotic Laws or Ohio Statutes, may be dispensed only on a prescription; narcotic drugs available without prescription; drugs intended for injectable use;
2. Paraphernalia for the use of any drug, illegal, prescription, or over the counter, i.e., any instrument, device, article or thing whether or not of crude or extemporized manufacture or assembly that is used or intended for use for any of the following:
  - a. preparing drugs for injection, inhalation or other introduction into the body;
  - b. injecting, inhaling or otherwise introducing drugs into the body;
  - c. enhancing the effect of drugs upon the body;
  - d. testing the strength, effectiveness, purity or the measurement of any drug.

C. Section 2925.37 ORC makes it a crime to make, possess, sell or attempt to sell a counterfeit controlled substance, i.e., something which appears to be a drug abuse substance, but is not.

**D. A student permit shall be used for dispensing non-prescription medications and oral prescription medications during school hours. Forms must be obtained through the building nurse. (5330)**

E. The District provides instruction on the dangers of Chemical Use/Abuse and has staff in place to support and provide assistance to those students who need treatment. In the event students are reported to school officials for substance use/abuse, this discipline policy will be followed:

1) Possession and Use

a. First Offense:

- (1) Parents will be notified and the student will be removed from school for the remainder of the day.
- (2) The appropriate legal agency with jurisdiction will be notified of the incident and, at their discretion, may conduct an investigation.
- (3) The student will be suspended for the ten school days in accordance with the established student due process procedure and will be recommended to the Superintendent for expulsion.
- (4) At the hearing, the parent and the student will be offered an alternative to expulsion Student and parent must officially sign an agreement to have an evaluation by a trained chemical dependency assessor. The evaluation must take place during the first 48 hours of the ten-day suspension which must be served.

If the assessor determines that the student needs treatment, the student must start treatment. During treatment, regular education will be provided if the treatment center recommends this. Expulsion will be tabled as long as treatment is followed. If treatment is not followed, expulsion will be rescheduled. When treatment is completed, the student will be reinstated.

If the assessor determines that the student does not need treatment, the student must participate in a drug education program as determined by the school. During the drug education program, the student may attend school.

b. Second and Subsequent Offenses.

- (1) Parents will be notified and the student will be removed from school for the remainder of the day
- (2) The appropriate legal agency with jurisdiction will be notified and, at their discretion, may conduct an investigation
- (3) The parents will be notified and informed of their student's involvement, the consequences and the need for their child to receive and/or continue help from a substance use/abuse agency.
- (4) The student will be suspended for ten school days in accordance with established student due process procedure and will be recommended to the Superintendent for expulsion.
- (5) Whenever a student is expelled for use or possession of drugs or alcohol, the Superintendent may notify the Registrar of Motor Vehicles and the Judge of Juvenile Court. Such notification is to be given within two (2) weeks after the expulsion in a manner that complies with the provisions of ORC 3321.13(B) (3).

2) Selling-First Offense

- a. Parents will be notified and the student will be removed from school for the remainder of the day.
- b. The appropriate legal agency with jurisdiction will be notified and, at their discretion, may conduct an investigation.
- c. The parents will be notified and informed of their student's involvement, the consequences and the need for their child to receive and/or continue help from a substance use/abuse agency.
- d. The student will be suspended for ten school days in accordance with established student due process procedure and will be recommend to the Superintendent for expulsion.

**10. Failure to Obey Instructions / Insubordination**

No student shall fail to comply with reasonable instructions or requests of teachers, student teachers, substitute teachers, security personnel, principals or other authorized school personnel during any period of time when he/she is properly under the authority of such school personnel.

**11. Tobacco (5512)**

The use and possession of tobacco products or paraphernalia by students in school buildings or on school grounds is forbidden. This includes, but not limited to cigarettes, cigars, chewing tobacco, snuff, clove/herbal cigarettes, matches, lighters, or any other matter or substances that may contain tobacco or be considered unsafe.

**12. Removing or Altering Student Records/Notes**

No student shall remove any student record from its official place of deposit without the permission of the record custodian. Students may not alter or forge information on official records including but not limited to medical and parent notes.

**13. Extortion**

No student shall obtain something of value from another person by physical force, threat or intimidation.

**14. Trespass**

No student shall be present in an unauthorized place on school property or refuse to leave any such place when ordered to do so by authorized school personnel.

**15. Pornography**

No student shall access, possess, or display to another person, pornographic material of any type.

**16. Leaving School / Class Cut / Out of Bounds**

No student shall enter or leave the school premises during the school day or be absent from a scheduled class/area without permission from his/her teacher or from other authorized school personnel.

**17. Truancy**

No student under 18 years of age shall be absent from school without written authorization for such absence from a parent or guardian on the first day the student returns to school. Please see attendance policy.

**18. Sexual Harassment and/or Misconduct (5517)**

A. Sexual harassment towards any student or staff will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexually suggestive nature when such conduct has the purpose or effect of interfering with an individual's work or school performance or creates an intimidating, hostile, or offensive school environment. Examples of such contacts may include but are not limited to: suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, graffiti, assault, touching, impeding or blocking movement, leering, exposing oneself, gestures, or display of sexually suggestive objects, pictures, or cartoons.

B. Any student who knowingly or intentionally submits a false allegation concerning sexual harassment by another student will be subject to disciplinary action.

C. Misconduct of a sexual nature will not be tolerated. Sexual misconduct may include but is not limited to: public display of affection, touching, spoken obscenities, hugging, kissing, holding hands, exhibitionism, or any act committed for the purpose of sexual interests.

**19. Computers, Software/On-Line Services (7540.03)**

Students must submit a properly signed Acceptable Use and Internet Safety Policy in order to have computer network and internet access for educational purposes **only**. The user's use of the computer network and internet is a privilege, not a right. A user who violates this policy shall, at a minimum, have his/her access to the computer network and internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates this policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he/she permits another to use his/her account or password to access the computer network and internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

**20. Medium Communication**

Photos, videos, or any other medium of communication that includes a Monroe Local School District staff member or student is protected by copyright. The use of such mediums in any way without the written permission of a school administrator is strictly prohibited. Violation of this item may result in disciplinary action taken by the district and may also include legal action.

**21. Pursuant to House Bill 204, ORC 3321.01; 3321.04; 3321.13; 3321.14; 3321.38, students may have their driver's license revoked if expelled from school for being absent without legitimate excuse.**

**22. Student Conduct Involving Transportation (R.C. 3301-83-08) (also: 5515A/5600A)**

Although the District furnishes transportation in accordance with Ohio Law, it does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once a student boards the bus, he/she becomes the responsibility of the District. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day.

Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. (Disorderly conduct or refusal to submit to the authority of the driver will be reported to the appropriate building administrator in writing.) Persons who violate the rules and regulations of the Board of Education, the Ohio State Department of Education, the Department of Highway Safety, and the Ohio State Highway Patrol may forfeit his/her privilege to transportation by bus to and from school. To ensure the safety and welfare of all students, the following student transportation management regulations are set forth:

1. A student shall obey the driver promptly and respectfully at all times.
2. A student shall board and leave his/her assigned bus at a location so designated by the transportation supervisor.
3. A student shall arrive at the bus stop before the bus is scheduled to arrive.
4. A student shall wait at a pick-up location clear of traffic and away from the bus stop.
5. Behavior at school bus stop must not threaten life, limb or property of any individual.
6. A student is expected to board the bus in an orderly manner and walk directly to an available or assigned seat.
7. A student shall remain seated and shall keep aisles and exits clear.
8. A student shall keep noise at a minimum -- quiet conversation is permitted.
9. A student shall be silent at all railroad crossings.
10. A student shall not throw or pass objects on, from and/or into the bus.
11. A student shall carry on the bus only objects that can be held in their laps; animals are not permitted on the bus.
12. A student shall not put any part of his/her body out of the bus window.
13. A student shall not open the emergency door or the front door without driver permission.
14. When it is necessary to cross a road to board and/or leave the bus, the student shall look both ways and cross 10 feet in front of the bus.
15. A student shall not behave in any manner that prevents the driver from safely operating the bus and/or interferes with the welfare of the other passengers.
16. A student shall not eat or drink on the bus.
17. Students shall identify themselves when asked.
18. All other rules of the Code of Student Conduct shall apply to the student transportation management regulations.

The provisions of the ORC Section 3313.66 shall apply to suspension, expulsion, and immediate removal of a student from school bus riding privileges.

### **MONROE LOCAL SCHOOLS STUDENT DRESS CODE (5511)**

Students shall dress in such a manner that their clothing or appearance is not a source of distraction and that it does not endanger their safety, their health or their physical well-being. Students will not be permitted to dress in a way that makes staff or other students uncomfortable. Students and parents/guardians should be aware that school is a place for the business of education and is not a showcase for extreme styles of dress and grooming. To be proper for school, dress and grooming should be clean, neat and conducive to learning. Examples of appropriate and inappropriate dress and/or grooming are listed herein; this is not intended to be an all-inclusive list.

**It must be understood that final interpretations of appropriate dress and grooming will reside with the building principal and/or designees.**

1. Lower body articles of clothing must be hemmed and must cover the body from waist to no more than three inches above the knee.
2. Form-fitting leggings, Lycra, or spandex styled apparel may be worn with a top covering the backside area or another lower body article of clothing like a skirts or shorts.
3. Students will not wear short shorts, biker pants, mini-skirts, lounge pants or pajama-type pants (including cotton or flannel pajama-type pants).



4. Upper body articles of clothing must completely cover the body from shoulders to waist; shirts exposing the midriff at any time will not be acceptable (no crop tops). Shirts must extend from the neck to the shoulder (no off the shoulder shirts or tank tops).
5. **ALL** clothing must cover undergarments and may not be revealing or see through exposing skin in areas that violate the dress code. Pants may not have any holes more than three inches above the knee and must be worn at waist level.
6. A) Clothing that bears statements, slogans, images or insignia that harass, threaten, intimidate, demean, suggest violence, or sexual innuendo and that creates a reasonable risk of substantial interference of the educational process, is not permitted.  
B) Clothing that bears statements, slogans, images or insignia advertising, promoting or depicting alcoholic beverages, tobacco products or illegal drugs and that creates a reasonable risk of substantial interference of the educational process, is not permitted.
7. Tattoos (including non-permanent skin graffiti), slogans, insignias, buttons and other paraphernalia may not be worn or displayed if the message may reasonably be anticipated to create a disruption of the educational process. In the case of exposed areas, the building principal may require the student to cover a tattoo with a bandage, or by some other means, while at school.
8. No visible body, facial or tongue piercing will be permitted with the exception of the ears and nose. Nose piercing are limited to a stud.
9. Extreme makeup and/or hair color /hairstyles will not be permitted. Makeup and hair color must be of a natural color or tone. Extreme hair coloring can include unnatural highlighting or hair coloring.
10. Articles of clothing meant to be worn outdoors rather than indoors will not be worn during the school day and should be kept in the students' lockers. These include, but are not limited to fur-lined hooded vests, coats, parkas, jackets, or windbreakers. Suit coats and blazers are acceptable at the discretion of the building administration.
11. Hats, head coverings, headgear, bandannas, gloves or mittens, and/or sunglasses (unless directed by a doctor) are not to be worn.
12. Heavy chains, studded bracelets, dog collars and other articles which may be judged to be potentially harmful to students and/or could be used as a weapon will not be permitted.
13. Bookbags, backpacks and other bags (any bag 12" x12" or larger) will not be allowed in the classrooms and must be kept in school provided lockers, or in areas designated by administration, during the school day. Purses and drawstring bags are permitted and must be small enough to fit in the book rack under student desks.
14. Students should wear shoes with hard, non-skid soles (no slippers, hee-lies, etc.) and clothing to school that are safe and appropriate for the school environment.

R.C. 3313.20, 3313.60, 3313.6611, 3313.665

## **MONROE LOCAL SCHOOLS ATTENDANCE POLICY**

Monroe Local Schools has a high regard for academic excellence and scholarship. Students should attend regularly and be there on time to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Even though most homework assignments missed due to absence may be made up at a later date, a student who misses class cannot benefit from missed educational activities such as verbal instruction, special help in skill development, group discussions, spontaneous dialogue between teacher and students, films, etc.

An absence from class disrupts the continuity of the learning process. In most situations, the work cannot be made up adequately. Also, students who have good attendance usually achieve higher grades, enjoy school more, and are more employable after leaving high school.

S.B. 55, Section 3313.609 (B) The Board of Education of each city, exempted village, local, and joint vocational school district shall adopt a grade promotion and retention policy for students, the policy shall prohibit the promotion of a student to the next grade level if the student has been truant for more than ten per cent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

### **ABSENCE FROM SCHOOL**

Under the State regulations on attendance, the following reasons are accepted for excused absence:

1. Personal illness

2. Illness in family (where help is needed); absence due to work at home caused by illness of parents or guardians
3. Quarantine of home
4. Death of relative (limited to three days)
5. Absence due to observance of religious holiday
6. Medical appointments, dental appointments, etc.

Upon receipt of a written request from a parent or guardian, permission may be granted by the Supervising Principal to attend the following types of events requiring excused absence from scheduled classes. Consideration for the request will be based on academic performance and previous attendance.

1. Family trips of personal nature (a maximum of five days per year and if the students has good grades and attendance as determined by administration).
2. Athletic participation
3. Others

DISCRETION SHOULD BE USED IN MAKING FINAL DECISIONS IN THESE MATTERS. It is the responsibility of the student missing classes to arrange for make-up work and scheduled assignments.

### **MISSING CHILD LAW**

In accordance with this law, a notification of absence must be sent to the parents or guardians of each student that the school is unable to contact by telephone by the end of the school day. It is the responsibility of parent or guardian to contact the school by 10:00 A.M. If the school is not contacted, parents will be notified. If the parent, custodial parent, guardian, legal guardian or other person having care or charge of a student or their emergency number designee, is not contacted by the end of the school day, the building principal or his/her designee shall send written notification of the absence to the student's residence. These students must provide a written note from their parent/guardian upon their return to school to receive an excused absence.

## **MONROE LOCAL SCHOOLS ATTENDANCE PROCEDURES**

The Ohio Revised Code defines the terms habitually and chronically truant as they pertain to unexcused absences as follows: Habitual Truant (5 consecutive absences, 7 absences within a twenty day period or 12 days within a school year) and Chronic Truant (7 consecutive absences, 10 absences within a twenty day period or 15 days within a school year). When a student reaches habitually or chronically truant status, both the student and his/her parent will be cited to court by the district attendance officer as required by the Ohio Revised Code.

### **Unexcused Absences:**

It is the responsibility of the parent/guardian to notify the elementary office when a student will be absent from school. Failure to provide written documentation regarding an absence within 24 hours of the student's return to school will result in the absence being unexcused. Late assignments and make-up work resulting from unexcused absences may not be considered for credit.

**Written documentation from a medical professional/office will be required when absences exceed four in a forty day period.**

3 <sup>rd</sup> Unexcused Absence	Letter to parent/guardian
7 <sup>th</sup> Unexcused Absence	Letter to parent/guardian or <b>Referral to district Truancy Officer</b> (if appropriate per truant status)
10 <sup>th</sup> Unexcused Absence	<b>Referral to district Truancy Officer</b>

### **Excused Absences:**

It is the responsibility of the parent/guardian to notify the elementary office when a student will be absent from school. Upon receipt of the proper documentation within 24 hours of the student's return to school, the absence will be excused and the student will be permitted to make up missed assignments. **Written documentation from a medical professional/office will be required when absences exceed four in a forty day period.**

### **AM/PM Tardy**

Students who miss up to 90 minutes of a school day (late arrival or early dismissal) are considered **Tardy** and must be signed in or out at the office by a parent or guardian. All tardies are **unexcused** without a parent/guardian/medical/court note received within 24 hours of the tardy. Acceptable reasons to excuse tardies are the same as those for absences. **(See Absence from School)**

### **Unexcused Tardies per Quarter**

Tardies without proper documentation provided within 24 hours will be considered unexcused. Late or missed assignments resulting from an unexcused tardy may not be accepted or considered for credit.

3<sup>rd</sup> Tardy Letter to Parent

5<sup>th</sup> Tardy **Referral to district Truancy Officer**

***If a student accrues 7 unexcused tardies, she/he will be assigned a detention for each subsequent tardy.***

### **Personal Absences/Vacations**

While we strongly recommend that all vacations take place during times when school is not in session, students may be excused from school for reasons personal in nature at the discretion of the building principal or designee. A written request for a personal absence must be received by the office staff at least 5 days prior to the planned absence. Upon review of the student's academic ("C" or above in the class) and attendance records, a written reply will be issued indicating whether the absence(s) will be considered excused or unexcused. A maximum of five days may be excused for trips of personal nature.